

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: University Tobacco Use Prohibition

**Regulation and Procedure
Number: URP: 01.260**

Policy Owner: Finance and Administration

POLICY STATEMENT

Texas Woman's University ("TWU") has a vital interest in maintaining a healthy and safe environment for its students, employees and guests while respecting individual choice. Consistent with these concerns, TWU prohibits the use of all tobacco products on property owned or operated by TWU.

APPLICABILITY

This policy is applicable to TWU Students, Employees, University Affiliates, and Guests.

DEFINITIONS

1. "Employee" means any individual at TWU who is hired in a full-time, part-time, or temporary capacity in a faculty or staff position, or in a position where the individual is required to be a Student as a condition of employment.
2. "Guests" means any individual not affiliated with TWU.
3. "Smoking" means inhaling or possessing a lit pipe, cigar, cigarette, or any other smoking equipment filled with tobacco.
4. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, and a person who has been admitted or readmitted to TWU.
5. "Tobacco Products" means all forms of tobacco and tobacco delivery products, including cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, snuff, chewing tobacco, non-FDA approved nicotine delivery devices (i.e., vape pen and electronic cigarettes), smokeless pouches or other forms of loose-leaf tobacco.
6. "TWU Property" means all indoor and outdoor areas and facilities owned, operated, leased, occupied, or controlled by TWU, including residence halls, academic and auxiliary buildings, athletic complexes and facilities, sidewalks,

green spaces, parking lots and roadways, walkways, sidewalks, parking facilities, bus depots and all TWU-owned vehicles.

7. "University Affiliate" means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:
 - a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.
 - b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
 - c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.
 - d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
 - e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.

REGULATION AND PROCEDURE

I. Procedure

A. TWU prohibits the use of Tobacco Products on TWU Property. Littering TWU Property with remains of tobacco products or any other disposable product is prohibited. Students, Employees, and Guests at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using TWU Property will be required to comply with this University Regulation and Procedure ("URP"). Organizers of such events are responsible for communicating the URP and its requirements to attendees and for enforcing this URP.

B. Tobacco Breaks

TWU recognizes equal work breaks (when breaks are permitted) for tobacco users and non-tobacco users. Additional time for tobacco breaks is not allowed.

C. Allowances

1. The use of Tobacco Products is allowed for use in personal vehicles, provided:

- a. The windows are closed; and
 - b. All waste relating to the use of Tobacco Products is properly disposed of.
2. The following exceptions may also be permitted:
- a. A research project involving Tobacco Products. The principal investigator must obtain prior approval and a waiver from the Assistant Vice Provost for Research & Sponsored Programs and the Director of Environmental Health and Safety. The waiver will provide the parameters for the use of Tobacco Products consistent with the research project.
 - b. As part of an educational or clinical objective. The facilitator(s) must obtain prior approval of either the dean or director responsible for the facility or the Vice Provost for Research and Sponsored Programs, and the Director of Environmental Health and Safety.
 - c. A TWU authorized theatrical performance that requires the use of Tobacco Products as part of the artistic production. The director must obtain prior approval from the department chair or program director in charge of the production. The audience of such artistic endeavors must be informed that tobacco use will be a part of the production.

D. Sale and Advertising of Tobacco

TWU prohibits the sale of Tobacco Products on all campuses. TWU also prohibits advertisements for Tobacco Products in all official campus publications. Distribution of samples of Tobacco Products on TWU Property is prohibited. Campus student organizations are prohibited from accepting money or gifts from tobacco companies.

E. Education and Awareness

The implementation of this URP is augmented by an education and awareness campaign that may include but not be limited to:

1. Notification to prospective Students and Employees;
2. Informational meetings, postings, and e-mail notifications;
3. Publication in Employee human resources manuals, Student guides and handbooks, and appropriate web sites;

4. Educational campaigns employing classmates and colleagues;
5. Ongoing tobacco cessation programs; and
6. Establish culture of compliance through peer oversight.

F. Enforcement

1. Adherence to the policy cited above is the responsibility of all TWU Students, Employees, University Contractors and Vendors, and Guests. It is expected that all students, faculty, staff, university affiliates, and visitors to campus comply with this policy. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance.
2. An individual who feels that there has been a violation of this procedure may invoke the following actions:
 - a. Attempt to resolve the problem informally by requesting that the individual comply with the procedure; and
 - b. If the behavior persists, contact the Office of Human Resources or Vice President for Student Life for referral to the appropriate administrative official;
3. Repeat offenses by the same person shall be dealt with through already established administrative/disciplinary policies and procedures. Violations could result in referral to the appropriate university officials for disciplinary action in accordance with established student, staff, and/or faculty codes of conduct and procedures.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[URP 02.330: Faculty Standards of Conduct Corrective Action Guidelines](#)

[URP 05.600: Staff Standards of Conduct and Disciplinary Process](#)

[URP 06.200: Student Code of Conduct](#)

FORMS AND TOOLS

None

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